

City of San José
CLASS SPECIFICATION

TITLE: Contract Compliance Assistant (1616)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works / Office of Equality Assurance	Contract Compliance Coordinator	Non-exempt

CLASS SUMMARY

Performs paraprofessional contract compliance analytical duties as well as administrative assistance to Contract Compliance Specialists engaged in work related to labor standards enforcement in accordance with City wage policies, California Labor Code and Federal regulation. May act as a lead to one or more Sr. Office Specialists or other lower level clerical employees. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Contract Compliance Assistant is the first level of the three-level Contract Compliance series. The Contract Compliance Assistant is distinguished from the Contract Compliance Specialist in that the Contract Compliance Assistant is an entry-level classification to the series, and performs more routine program and activity support.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

High school education or GED and two years of experience in varied office clerical work, including one year of experience related to contract administration or labor compliance programs.

Required Licensing (such as driver's license, certifications, etc.)

None required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of the principles of English usage, spelling, grammar, with ability to write reports and edit written materials.
- Ability to present information verbally in an effective manner.
- Ability to collect, compile, analyze and interpret data to assist Contract Compliance staff.
- Understand, interpret, and apply instructions, rules and regulations.
- Capable of working in fast paced, diverse environment.

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- Knowledge and ability to operate computers and other modern office equipment, including online computer systems and related equipment, software applications such as Filemaker Pro and other general office applications software.
- Ability to establish and maintain effective working relationships.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of City of San José policies.
- Knowledge of database management involving quality control so that data is current, accurate and timely.
- Knowledge of City of San José organizational structure.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Provides compliance support services by responding to contractors, vendors and city departments through direct contact, telephone and by correspondence to explain basic labor regulations and city compliance documentation requirements in accordance with city, state and federal labor regulations. Also provides instructions on how to obtain on-line forms, wage determinations and other related information, and responds to requests for compliance status.	Continuous
2.	Assists employees and contractors in technical and procedural activities.	Frequent
3.	Maintains a large relational database system by inputting data such as incoming notice of intent-to-contract data, final contract award data and compliance document submittals. Ensures the database is current, accurate and maintained in a timely way for use by other compliance staff. May make programming and layout changes as required.	Continuous
4.	Utilizes a variety of software applications including word-processing, spreadsheet programs and database programs.	Continuous
5.	Under direction, prepares outgoing letters requesting routine compliance submittals, employee surveys or other compliance documentation.	Frequent
6.	Maintains central filing system; prepares corresponding contractor/vendor files and ensures incoming documents are filed appropriately.	Frequent

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7.	Assists other contract compliance staff in planning, implementing and evaluating contractor/vendor compliance submittals. Prepares contract compliance status reports and assists contract compliance staff to send out requests for additional labor documentation. May identify discrepancies or incomplete data and independently call or write others for clarification. Explains basic labor code requirements, how to obtain and complete on-line forms and obtain wage determinations.	Frequent
8.	Assists in securing proper information regarding compliance inquiries for contractors, sub-contractors.	Continuous
9.	Generates database reports as requested.	Occasional
10.	Serves as back-up to clerical staff to screen incoming calls and materials.	As Required
11.	May act as a lead, assigning, scheduling and checking work, providing technical direction, determining priorities, and training staff. As a lead, may sign timecards and may give input to the supervisor regarding hiring promotion, termination and discipline of employees.	As Required
12.	Performs other duties of a similar nature of level.	As Required.

*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 9/85; revised 10/85; revised 4/05, s001